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LOGISTICS
20 January 1955

LOGISTICS REQUIREMENTS

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1. PURPOSE

This Regulation prescribes Agency policy and responsibility for determination, processing and implementation of requirements for materiel, facilities and services, both operational and administrative in nature, needed to implement the global responsibilities of the Agency. It places authority and responsibility for determining and processing logistic requirements within a single element of the Agency.

2. DEFINITIONS

- a. Requirements: The quantity and type of items, facilities and/or services necessary to logistically support an approved and/or planned activity, project or program.
- b. Current Requirements: Operational and administrative requirements which are anticipated to arise through two fiscal years, consisting of materiel, facilities and/or services necessary to ensure economical, flexible and responsive support of planned or potentially implementable Agency activities.
- c. Contingent Requirements: Operational and administrative requirements which cannot be forecast in advance; predicated on the occurrence of unpredictable opportunities for Agency activity.
- d. Strategic Reserve Requirements: Operational and administrative requirements for materiel, facilities and/or services generated by long range planning of cold war force projection and hot war eventualities.
- e. Requirements Determination: The process of ascertaining specific items and quantities of logistic support needed to implement Agency operations.

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- f. Requirement Processing: The dollar and line item evaluation of requirements by program, country and project; the supply source; the application of assets to requirements, and implementation of indicated support.

3. POLICY

- a. Current, contingent and strategic reserve requirements for materiel, facilities and services will be determined and consolidated by the Logistics Office, and will serve as substantiation of Agency budget estimates for materiel, facilities and services.
- b. Requirement processing will be accomplished only on forecasts and/or logistic annexes based upon approved operational plans, and will reflect only requirements for which budgetary responsibility has been established.

4. RESPONSIBILITY

- a. The Deputy Directors (Plans), (Intelligence), (Administration), the Director of Training, and the Assistant Directors for Communications and Personnel have the responsibility to:
 - (1) Furnish the Chief of Logistics with technical and/or operational information and data necessary to determine current requirements for materiel, facilities and services, both operational and administrative, in accordance with forms and frequencies as prescribed by the Chief of Logistics.
 - (2) Provide the Chief of Logistics with technical information and data required for the determination of contingent and strategic reserve requirements.
 - (3) Provide the Chief of Logistics with technical information and data, when requested, to enable requirement planners to embody all logistic aspects of Agency functions into the requirements development and consolidation.
 - (4) Participate jointly with the Chief of Logistics in resolving problems of common interest with other Government agencies.
 - (5) Advise the Logistics Office, by formal notice, of the approval, renewal, termination or amendment of a plan, project, program or activity sufficiently in advance to allow revision and/or modification of requirement processing within Agency planning cycles.

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- (6) Provide the Chief of Logistics with relative priorities of their respective plans, projects, programs and activities.
- (7) Provide appropriate and timely advice to the Chief of Logistics as to the imminence of conditions which may require implementation of logistic support plans.

b. The Chief of Logistics has the responsibility to:

- (1) Provide direction, forms and instructions for submission of information necessary for requirements forecasts for logistic support.
- (2) Establish dates for submission of and phasing schedules for forecasts.
- (3) Determine and consolidate requirement forecasts and logistic annexes of approved plans, projects, programs, and/or activities and complete the requirement processing.
- (4) Centralize Agency requirement determination and processing functions in one office.
- (5) Coordinate all matters concerning logistic requirements with non-Agency elements, as necessary.

5. PROCEDURE

- a. Consumer elements of the Agency will provide the Chief of Logistics with information and data necessary for the determination of logistic support requirements.
- b. The Chief of Logistics will analyze and interpret the above information in terms of logistic support required and will inform the consumer element of the logistic support to be provided.
- c. The Chief of Logistics will consolidate the support requirements and present appropriate statements thereof to budget and policy elements of the Agency.
- d. The Chief of Logistics will sterilize, as necessary, those portions of logistic support requirements which are of concern to the various elements within the Logistics Office and issue appropriate instructions for necessary implementation.

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